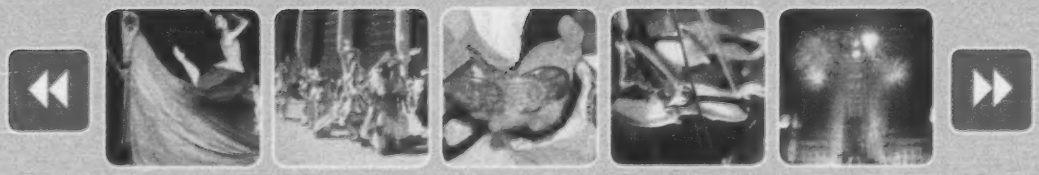
Canadian Heritage | Patrimoine canadien

Canada

Access to Information Act

Annual Report

2013-2014



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Access to Information Act

ANNUAL REPORT

(April 1, 2013 to March 31, 2014)

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Access to Information Act

ANNUAL REPORT

(April 1, 2013 to March 31, 2014)

1.0 Introduction

Canadian Heritage is pleased to present to Parliament its annual report on the administration of the *Access to Information Act* for fiscal year April 1, 2013 to March 31, 2014. Section 72 of the *Act* requires that the head of every federal government institution submit an annual report to Parliament on the administration of the *Act* during the fiscal year.

The purpose of the *Access to Information Act* is to provide a right of access to information in records under the control of a government institution. It maintains that government information should be available to the public; that necessary exceptions to the right of access should be limited and specific; and that decisions on the disclosure of government information should be reviewed independently of government.

Canadian Heritage is fully committed to both the spirit and the intent of the *Access to Information Act* to ensure openness and transparency within the Department. The information contained in this report provides an overview of the activities of the Department in implementing the *Act*.

2.0 Mandate of Canadian Heritage

The Department of Canadian Heritage and Canada's major national cultural institutions play a vital role in the cultural, civic and economic life of Canadians. We work together to support culture, the arts, heritage, official languages, citizenship and participation, in addition to Aboriginal, youth, and sport initiatives.

The Department of Canadian Heritage is responsible for programs and policies that help all Canadians participate in their shared cultural and civic life. The Department's legislative mandate is set out in the *Department of Canadian Heritage Act* and other statutes for which the Minister of Canadian Heritage and Official Languages is responsible and presents a wide-ranging list of responsibilities for the Minister under the heading of "Canadian identity and values, cultural development, and heritage."

The Department oversees numerous statutes, namely the *Broadcasting Act*, the *Copyright Act* and the *Investment Canada Act* (the latter two acts shared with Industry Canada), the *Official Languages Act* (Part VII), the *Museums Act*, the *Cultural Property Export and Import Act*, the *Status of the Artist Act*, and the *Physical Activity and Sport Act* (shared with Health Canada).

The Department of Canadian Heritage is specifically responsible for formulating and implementing cultural policies related to copyright, foreign investment and broadcasting, as well as policies related to arts, culture, heritage, official languages, sport, state ceremonial and protocol, and Canadian symbols. The Department's programs, delivered through Headquarters, and multiple points of service including five regional offices across the country, fund community and third-party organizations to promote the benefits of culture, identity, and sport for Canadians.

The Minister of Canadian Heritage and Official Languages, assisted by the Minister of State for Sport, is accountable to Parliament for the Department and the nineteen organizations that make up the Canadian Heritage Portfolio.

3.0 The Access to Information and Privacy Secretariat

The Access to Information and Privacy (ATIP) Secretariat is responsible for administering the *Access to Information Act* within Canadian Heritage. Its mandate is to act on behalf of the Minister of Canadian Heritage in ensuring compliance with legislation, regulations and government policy and to create departmental directives, including standards, in all matters relating to the *Act*. The powers, duties and functions of the administration of the *Access to Information Act* have been fully delegated by the Minister to the Director of the Access to Information and Privacy Secretariat.

During the reporting period, the Secretariat consisted of the following positions: Director, Deputy Director, six analysts, one project manager and two administrative support staff. In the departmental organizational structure, the ATIP Secretariat reports to the Corporate Secretariat for Canadian Heritage.

The activities of the ATIP Secretariat include:

- receiving and processing requests in accordance with the *Act*;
- promoting awareness of the *Act* within the Department;
- preparing the annual report to Parliament, the annual statistical report and maintaining the Department's *Info Source* chapter;
- monitoring departmental compliance with the *Act*; and
- providing professional advice and guidance to senior management and all departmental staff on the *Act*.

The ATIP Secretariat is continuously looking for new ways to streamline the processing of requests. During this reporting period, a substantial change in the Treasury Board Secretariat Access to Information Manual regarding the processing of Cabinet confidences resulted in significant amendments to institution-specific procedures. Rather than consulting the Privy Council Office, the ATIP Secretariat is required to consult the internal legal services unit in instances where information that may qualify as a Cabinet confidence has been identified in response to a request. This new process has considerably reduced the time required to process such records.

4.0 Administration of Requests under the *Access to Information Act*

4.1 Access Requests

The ATIP Secretariat received a total of 241 requests during the reporting period of April 1, 2013 to March 31, 2014. Fifty six requests were carried over from the previous reporting period for a total of 297 active requests. See Appendix B for the Statistical Report on the *Access to Information Act*.

The requests for information received by Canadian Heritage cover a wide range of topics, however, as in previous years, certain subjects tend to predominate. For this reporting period, the most frequently requested information related to correspondence with CBC/Radio-Canada and with the Canadian Radio-television and Telecommunications Commission. Other information sought pertained to museum funding and planning for upcoming anniversaries. Of the requests received this reporting period, 22% pertained to various international sporting events. This is a significant increase from 9% of requests made in the previous two fiscal years.

Requests were also made for information related to the grants and contributions process, briefing notes to the Minister and Question Period card information. A number of routine requests were also received including requests for call ups for temporary help services, travel and hospitality expenses, and contract proposals, evaluations and deliverables.

Starting July 2011, the Treasury Board Secretariat required institutions to post lists of completed access to information requests on their website. The goal is to enable the public to make informal requests for records that were previously released. This was the second reporting period in which we received informal requests as a result of public posting. The ATIP Secretariat received 63 informal requests for information, relating to 202 previously released requests which represented 35,783 pages of records. This represents a 24% increase in page volume from last reporting period.

4.2 Applicant Sources

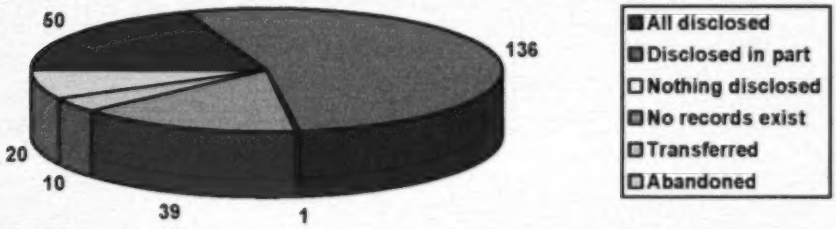
Of the requests that were received this reporting period, the media made 53% of the requests. The remaining requests were from the public, businesses, academia, and other organizations. In comparison with the last reporting period, statistics show that requests from academia decreased by 85%, while requests from organizations increased by 48%.

4.3 Extensions

Requests can be extended beyond the 30-day statutory time frame in three circumstances. This reporting period, extensions were taken in 167 cases. In 14 cases, the department required a 30-day time extension to allow for document searching or consultation with other federal institutions. In 153 cases, an extension of over 30 days was required, including 15 for searching, 90 for consultation and 48 for consultation with third parties. Of the requests closed this reporting period, 45% required extensions. This was a minor increase from last reporting period.

4.4 Completed Requests

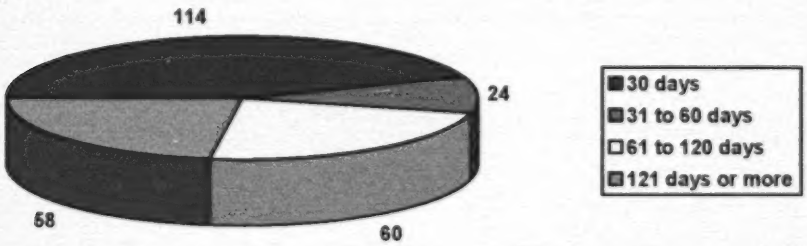
Two hundred and fifty-six requests were completed by the end of March 2014. Nearly three quarters of requests completed resulted in either a partial disclosure or a full disclosure of information. Requests processed where no records existed decreased by 28% from last reporting period. Information was excluded entirely in one request. Thirty requests were either transferred to other federal institutions or were abandoned by the applicants.



Of the 205 requests received and closed this reporting period, all but one were completed within the statutory timeframe. While trying to ensure that new requests were completed on time, the ATIP Secretariat continued with its plan to eliminate its backlog of access requests. To this end, the Secretariat hired a consultant to assist the full time staff and work on the backlog of outstanding requests. This year, the Secretariat's perseverance paid off and the backlog files were successfully eliminated.

The 256 completed requests were processed in the following timeframes:

- 45% of requests completed within 30 days
- 9% of requests completed within 31 to 60 days
- 23% of requests completed within 61 to 120 days
- 23% of requests completed within 121 or more days



4.5 Exemptions / Exclusions

The *Access to Information Act* does not apply to certain materials. The legislation allows for these materials to be excluded from the processing of a request. This reporting period, exclusions were applied in 53 requests. Subsection 69(1) (confidences of the Queen's Privy Council for Canada) was applied in 52 requests and paragraph 68(a) (published material) was applied in one request. Additionally, section 68.1 (CBC information relating to journalistic, creative, or programming activities) was applied twice.

The *Access to Information Act* also sets out specific exceptions to the right of access. These exceptions are known as exemptions. Each exemption is intended to protect information relating to a particular public or private interest and form the only basis for refusing access to government information under the *Access to Information Act*. Of the 256 requests completed, exemptions to withhold information were invoked in 129 requests. The exemptions most commonly applied by the Department were: section 19(1) (records containing personal information), applied in 101 requests; section 21(1) (information relating to the internal decision-making processes of government) invoked in 73 requests; and section 20(1) (records containing third-party business information) which was invoked in 56 requests.

4.6 Complaints and Investigations

In the fiscal year, nineteen complaints regarding the processing of access to information requests were filed with the Office of the Information Commissioner of Canada against Canadian Heritage, twelve of which were on four requests on the same subject. The reasons for the 19 complaints are: length of extensions (1), delay (4), application of exclusions – s.68 (4), application of exclusions – s.69 (4), application of exemptions (5), and miscellaneous (1).

The Office of the Information Commissioner also completed their investigation into thirteen complaints on Canadian Heritage. Their findings concluded that 7 complaints were not well founded and 6 complaints were discontinued. At the end of the fiscal year, 21 complaints were ongoing.

4.7 Federal Court Cases

Canadian Heritage was not involved in Federal Court cases during this reporting period.

4.8 Consultations

To assist other institutions in processing their requests, the ATIP Secretariat reviews and provides recommendations on the disclosure of records that concern Canadian Heritage. During the reporting period, the ATIP Secretariat received a total of 103 consultation requests from other federal institutions and other governments. This was a 34% decrease from the previous fiscal year.

4.9 Fees and Costs

Under the legislation, fees for application and reproduction of a record can be charged. During the reporting period, total fees collected were $1,130. Of this amount, $1,080 was for application fees, and $50 for search. The policy at Canadian Heritage is to waive reproduction and search fees that are under $25. It is also our policy to waive the fees for overdue requests.

As was the case in the two previous fiscal years, no reproduction fees were collected since more applicants were requesting to receive copies of the requested records on compact disks rather than receive them as photocopies. Reproduction fees can be charged for photocopies but no fees are charged for compact disks as they are not stipulated in the legislation.

The ATIP Secretariat incurred $762,422 in salary costs and $160,962 in administrative costs to administer the *Access to Information Act*. During the fiscal year, the Secretariat hired a consultant to process the backlog of late files.

5.0 Education and Training Activities

To increase the knowledge and understanding of the *Access to Information Act* across the department, training and awareness sessions were delivered to departmental employees. These sessions provided basic information on the purpose and provisions of the *Access to Information Act,* as well as the roles and responsibilities of departmental employees and the ATIP Secretariat.

The ATIP Secretariat has concentrated on marketing awareness services through existing departmental initiatives. Information sessions continued to be provided to new departmental staff and managers through the Canadian Heritage orientation program. This program provides an introduction to the key aspects of the Department including who and what we are and how we get things done. For sessions requested by branches, information was tailored to meet the specific needs of the branch concerned.

This reporting period, the ATIP Secretariat delivered 22 awareness sessions on the *Access to Information Act* to 282 departmental employees in the National Capital Region and regional offices. Of particular note, sessions were given to approximately 100 new employees as a result of the transfer of certain National Capital Commission programs to Canadian Heritage in October 2013.

The internal website for the ATIP Secretariat is a tool that is accessible to all departmental employees which describes the ATIP Secretariat's roles and responsibilities and provides information on the *Access to Information Act* and related departmental policies and procedures.

6.0 Reporting

The ATIP Secretariat met its reporting obligations for the reporting period, by providing timely input to the Departmental Performance Report (DPR), annual reports, and *Info Source*. The statistical report on the *Access to Information Act* was provided to the Treasury Board Secretariat. Additionally, the Department's annual reports on the administration of the *Access to Information Act* have been made available on the Internet site.

Internally, the ATIP Secretariat monitored the time to process requests on a daily basis with the ATIP case management system, as well as bi-weekly through meetings between ATIP officers and ATIP Secretariat management. Situation and update reports that provide details on the status of requests were provided to liaison officers and senior management of program areas as well as the Deputy Minister's office on a weekly basis.

Minister of Canadian Heritage
and Official Languages

Ministre du Patrimoine canadien
et des Langues officielles

Ottawa, Canada K1A 0M5

DELEGATION ORDER

Access to Information Act and Privacy Act

Pursuant to Section 73 of the *Access to Information Act* and the *Privacy Act*, I, as head of the Department of Canadian Heritage, hereby designate the persons holding the positions set out in the schedule hereto, or persons occupying on an acting basis those positions, to exercise my powers and functions under these Acts specified opposite each position.

This Delegation Order supersedes all previous *Access to Information Act* and *Privacy Act* Delegation Orders.

The Honourable Shelly Glover
Minister of Canadian Heritage and Official Languages

JAN 3 0 2014

Date

Powers and functions delegated pursuant to Section 73 of the *Access to Information Act* and the *Access to Information Regulations*

Delegation		**Position**			
		DM	**CS**	**ATIP/D**	**ATIP/DD**
Section	**Description**	**1**	**2**	**3**	**4**
Access to Information Act					
4(2.1)	Responsibility of government institutions	x	x	x	
7(a)	Notice where access requested	x	x	x	
7(b)	Giving access to record	x	x	x	
8(1)	Transfer of request to another government institution	x	x	x	x
9	Extension of time limits	x	x	x	x
11(2), (3), (4), (5), (6)	Additional fees	x	x	x	x
12(2)(b)	Language of access	x	x	x	
12(3)(b)	Access in an alternative format	x	x	x	
13	Exemption - Information obtained in confidence	x	x	x	
14	Exemption - Federal-provincial affairs	x	x	x	
15	Exemption - International affairs and defence	x	x	x	
16	Exemption - Law enforcement and investigation	x	x	x	
16.5	Exemption - *Public Servants Disclosure Protection Act*	x	x	x	
17	Exemption - Safety of individuals	x	x	x	
18	Exemption - Economic interests of Canada	x	x	x	
18.1	Exemption - Economic interests of the Canada Post Corporation, Export Development Canada, the Public Sector Pension Investment Board and VIA Rail Canada Inc.	x	x	x	
19	Exemption - Personal information	x	x	x	
20	Exemption - Third party information	x	x	x	
21	Exemption - Operations of Government	x	x	x	
22	Exemption - Testing procedures, tests and audits	x	x	x	
22.1	Exemption - Audit working papers and draft audit reports	x	x	x	
23	Exemption - Solicitor-client privilege	x	x	x	
24	Exemption - Statutory prohibitions	x	x	x	

Delegation		Position			
		DM	CS	ATIP/D	ATIP/DD
Section	**Description**	**1**	**2**	**3**	**4**
Access to Information Act					
25	Severability	x	x	x	
26	Exemption - Information to be published	x	x	x	
27(1), (4)	Third-party notification	x	x	x	x
28(1)(b), (2), (4)	Third-party notification	x	x	x	x
29(1)	Where the Information Commissioner recommends disclosure	x	x	x	
33	Advising Information Commissioner of third-party involvement	x	x	x	
35(2)(b)	Right to make representations	x	x	x	
37(4)	Access to be given to complainant	x	x	x	
43(1)	Notice to third-party (application to Federal Court for review)	x	x	x	
44(2)	Notice to applicant (application to Federal Court by third-party)	x	x	x	
52(2)(b), (3)	Special rules for hearings	x	x	x	
71(1)	Facilities for inspection of manuals	x	x	x	
72	Annual report to Parliament	x	x	x	

Delegation		Position			
		DM	CS	ATIP/D	ATIP/DD
Section	**Description**	**1**	**2**	**3**	**4**
Access to Information Regulations					
6(1)	Transfer of request	x	x	x	x
7(2)	Search and preparation fees	x	x	x	x
7(3)	Production and programming fees	x	x	x	x
8	Providing access to record(s)	x	x	x	
8.1	Limitations in respect of format	x	x	x	

Legend:

DM	Deputy Minister
CS	Corporate Secretary
ATIP/D	Director, Access to Information and Privacy Secretariat
ATIP/DD	Deputy Director, Access to Information and Privacy Secretariat

Statistical Report on the *Access to Information Act*

Name of institution: Canadian Heritage

Reporting period: 01/04/2013 to 31/03/2014

PART 1 – Requests under the *Access to Information Act*

1.1 Number of Requests

	Number of Requests
Received during reporting period	241
Outstanding from previous reporting period	56
Total	297
Closed during reporting period	256
Carried over to next reporting period	41

1.2 Sources of requests

Source	Number of Requests
Media	129
Academia	3
Business (Private Sector)	40
Organization	31
Public	38
Total	241

PART 2 – Requests closed during the reporting period

2.1 Disposition and completion time

Disposition of requests	Completion Time							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	Total
All disclosed	4	29	11	6	0	0	0	50
Disclosed in part	4	21	6	54	23	10	18	136
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	1	0	1
No records exist	28	11	0	0	0	0	0	39
Request transferred	10	0	0	0	0	0	0	10
Request abandoned	7	0	7	0	0	0	6	20
Treated informally	0	0	0	0	0	0	0	0
Total	53	61	24	60	23	11	24	256

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	8	16(2)(a)	0	18(a)	7	20.1	0
13(1)(b)	0	16(2)(b)	0	18(b)	10	20.2	0
13(1)(c)	5	16(2)(c)	16	18(c)	0	20.4	0
13(1)(d)	12	16(3)	0	18(d)	8	21(1)(a)	70
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	3	21(1)(b)	69
14(a)	14	16.1(1)(b)	1	18.1(1)(b)	0	21(1)(c)	13
14(b)	10	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	4
15(1) - I.A.*	21	16.1(1)(d)	0	18.1(1)(d)	0	22	1
15(1) - Def.*	0	16.2(1)	0	19(1)	101	22.1(1)	0
15(1) - S.A.*	0	16.3	0	20(1)(a)	0	23	28
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(b)	54	24(1)	7
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	0	26	1
16(1)(a)(iii)	0	16.5	0	20(1)(c)	18		
16(1)(b)	0	17	0	20(1)(d)	15		
16(1)(c)	0						
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
68(a)	1	69(1)(a)	12	69(1)(g) re (a)	35
68(b)	0	69(1)(b)	1	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	1	69(1)(g) re (c)	22
68.1	2	69(1)(d)	5	69(1)(g) re (d)	21
68.2(a)	0	69(1)(e)	26	69(1)(g) re (e)	32
68.2(b)	0	69(1)(f)	2	69(1)(g) re (f)	8
				69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	37	13	0
Disclosed in part	64	72	0
Total	101	85	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	2230	2227	50
Disclosed in part	58835	40008	136
All exempted	0	0	0
All excluded	118	0	1
Request abandoned	32250	0	20

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
All disclosed	45	1126	5	1101	0	0	0	0	0	0
Disclosed in part	56	1473	45	6964	12	5581	23	25990	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	1	0	0	0	0	0	0	0
Abandoned	15	0	0	0	2	0	2	0	1	0
Total	116	2599	51	8065	14	5581	25	25990	1	0

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	11	0	0	1	12
Disclosed in part	114	5	6	32	157
All exempted	0	0	0	0	0
All excluded	1	0	1	1	3
Abandoned	5	3	0	1	9
Total	131	8	7	35	181

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
30	14	15	0	1

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	0	1	1
16 to 30 days	0	1	1
31 to 60 days	0	0	0
61 to 120 days	0	2	2
121 to 180 days	0	2	2
181 to 365 days	0	0	0
More than 365 days	1	23	24
Total	1	29	30

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

PART 3 – Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
All disclosed	0	0	3	7
Disclosed in part	18	28	61	36
All exempted	0	0	0	0
All excluded	0	0	1	0
No records exist	0	0	0	0
Request abandoned	4	0	4	5
Total	22	28	69	48

3.2 Length of extensions

Length of extensions	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
30 days or less	7	0	7	0
31 to 60 days	9	5	30	48
61 to 120 days	3	13	23	0
121 to 180 days	2	8	6	0
181 to 365 days	1	2	3	0
365 days or more	0	0	0	0
Total	22	28	69	48

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	234	$1,170	18	$90
Search	4	$3,197	3	$3,147
Production	0	$0	0	$0
Programming	0	$0	0	$0
Preparation	0	$0	0	$0
Alternative format	0	$0	0	$0
Reproduction	0	$0	94	$570
Total	238	$4,367	115	$3,807

PART 5 – Consultations received from other institutions and organizations

5.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	101	2585	2	83
Outstanding from the previous reporting period	6	672	0	0
Total	107	3257	2	83
Closed during the reporting period	105	3226	2	83
Pending at the end of the reporting period	2	31	0	0

5.2 Recommendations and completion time for consultations received from other government institutions

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	Total
Disclose entirely	45	10	4	0	0	0	0	59
Disclose in part	15	8	0	0	0	0	0	23
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	1	0	0	0	0	0	0	1
Consult other institution	5	0	0	0	0	0	0	5
Other	12	4	0	1	0	0	0	17
Total	78	22	4	1	0	0	0	105

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	Total
Disclose entirely	1	1	0	0	0	0	0	2
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	1	1	0	0	0	0	0	2

PART 6 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	17	1
16 to 30	4	0
31 to 60	15	9
61 to 120	3	2
121 to 180	2	2
181 to 365	7	7
More than 365	2	2
Total	50	23

PART 7 – Resources related to the Access to Information Act

7.1 Costs

Expenditures		Amount
Salaries		$760,271
Overtime		$2,151
Goods and Services		$160,962
• Professional services contracts	$100,238	
• Other	$60,724	
Total		**$923,384**

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	0.00	9.50	9.50
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.42	0.00	0.42
Students	0.25	0.00	0.25
Total	0.67	9.50	10.17

Appendix A

Records previously released in response to requests processed under the ATIA

Institution	Number of informal requests for previously released records
Canadian Heritage	202

Completion Time of Consultations on Cabinet Confidences under the ATIA - Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	3	65	10	1673	2	570	2	2092	0	0
16 to 30	2	6	2	472	0	0	0	0	0	0
31 to 60	4	27	2	74	2	690	5	4750	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	9	98	14	2219	4	1260	7	6842	0	0

Completion Time of Consultations on Cabinet Confidences under the ATIA - Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	1	153	1	590	0	0	0	0
61 to 120	2	32	1	144	0	0	0	0	0	0
121 to 180	1	7	0	0	0	0	1	2953	0	0
181 to 365	1	22	3	185	0	0	3	2286	0	0
More than 365	0	0	0	0	0	0	2	819	0	0
Total	4	61	5	482	1	590	6	6058	0	0